

FILED
November 10, 2003
U. S. Bankruptcy Court
District of Colorado
Bradford L. Bolton, Clerk

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLORADO

IN THE MATTER OF PROCEDURES FOR
THE PRIVACY OF COURT RECORDS
INCLUDING THE RECEIPT AND
SAFEGUARDING OF DEBTORS'
SOCIAL SECURITY NUMBERS

GENERAL PROCEDURE ORDER NUMBER 2003-4

THIS MATTER arises *sua sponte* upon the need to promulgate procedures on the privacy of court records and public access to electronic court files as necessary to conform to proposed revisions to the Federal Rules of Bankruptcy Procedure submitted to the Congress by the Judicial Conference of the United States, effective December 1, 2003. Accordingly, it is

ORDERED that effective December 1, 2003, the following provisions shall become effective for all petitions, pleadings and other documents filed in bankruptcy cases and adversary proceedings:

A. The amendments to Rule 1007, Fed.R.B.P. shall be applicable to all bankruptcy petitions, pleadings and documents tendered for filing in the Bankruptcy Court for the District of Colorado;

B. All petitions tendered for filing shall contain only the last four digits of individual debtors' Social Security Numbers provided, however, that in the event a petition is tendered for filing that bears the entire Social Security Number of the Debtor, the Clerk shall file said petition as tendered without taking any action to redact the first five digits of the Social Security Number;

C. All petitions shall be accompanied by the submission, but not the filing, of

1. Official Form 21, Statement of Social Security Number, in conventional paper format only in substantial conformity with [Exhibit 1](#) attached hereto; or

2. For petitions that are filed electronically, the verified Declaration Re: Electronic Filing of Petition, Schedules & Statements, and Statement of Social Security Number in substantial conformity with [Exhibit 2](#) attached hereto;

D. Receipt of the Statement of Social Security Number and the Declaration Re: Electronic Filing of Petition, Schedules & Statements, and Statement of Social Security Number shall be noted on the docket, but shall not be filed in the case nor become part of the case file available for public inspection at the court or over the Internet;

E. The Clerk shall install software provided by the Administrative Office of the U. S. Courts that will permit the debtors' full Social Security Number to appear on copies of the notice of the meeting of creditors that is mailed to creditors and other interested parties appearing in the Creditors Address Matrix, but will permit only the last four digits of the number to appear on the notice of the meeting of creditors that is attached to the affidavit of service on file with the Court;

F. Wage creditors shall disclose only the last four digits of their Social Security Number on Official Form 10, Proof of Claim;

G. The official caption of all notices, pleadings, documents, notices and orders shall not include any reference to the debtors' Social Security Number except that

1. Notices of the meeting of creditors that are mailed to creditors shall include the Social Security Number as prescribed in paragraph E. above;

2. Discharges, notices of dismissal, and notices of possible dividend shall include only the last four digits of the debtors' Social Security Number; and

3. Upon order, any other notice or order shall include only the last four digits of the debtors' Social Security Number;

H. It shall be the responsibility of the filer, and not the Clerk, to redact Social Security Numbers and other personal identifiers such as dates of birth, financial account numbers, and names of minor children in documents they file with the court, including copies of financial documents attached as exhibits to papers tendered for filing with the court; and

I. When filing the petition electronically, the electronic filer shall include the debtor's full Social Security Number when opening a case, but shall include only the last four digits on the petition PDF.

IT IS FURTHER ORDERED that in the event the Statement of Social Security Number is not submitted to the Clerk at the time of filing of the petition pursuant to paragraph C.1. above, the meeting of creditors can not be properly scheduled and, therefore, the Clerk shall not accept the petition for filing.

IT IS FURTHER ORDERED that to the extent the Local Bankruptcy Rules, Local Bankruptcy Forms, and Amended General Procedure Order 2001-8 and the Amended Administrative Procedures for Electronic Case Files attached thereto, conflict or are inconsistent with the provisions of this Order, this Order shall take precedence and the requirements of said Local Bankruptcy Rule, Local Bankruptcy Form, Amended General Procedure Order 2001-8 and the Amended Administrative Procedures for Electronic Case Files attached thereto shall not apply.

Dated: November 10, 2003

BY THE COURT:

Sidney B. Brooks, Chief Bankruptcy Judge
A. Bruce Campbell, Bankruptcy Judge
Elizabeth E. Brown, Bankruptcy Judge
Howard R. Tallman, Bankruptcy Judge